## Pre-Application Meeting Submittal Requirements



#### **Purpose**

The purpose of the pre-application meeting is to continue the partnership between the applicant and city staff begun in earlier feasibility collaboration meetings to create a development that is consistent with city plans, goals, policies, and regulations.

More specifically the purpose is for:

- The applicant to become familiar with the policies, plans and development requirements of the City;
- for staff and the applicant to review the general characteristics of the site and the concepts for a proposed project; and,
- to discuss the coordination of all necessary permits and procedures.

The meetings should save the applicant time and resources in the preparation and processing of permits.

At the conclusion of the meeting(s), the goal is to provide clear direction on next steps including:

- Specific submittal requirement checklist for the permit submittals;
- Other information necessary for the permit submittals or issues that will need to be addressed.

#### **Process**

- 1) Please make an Intake Appointment with a Permit Technician by calling the Permit Center at (425) 837-3100.
- 2) A Pre-Application meeting will be scheduled. Typically, 2 4 p.m. on Wednesdays or Thursdays. Contact Christopher Wright, Project Oversight Manager, (425) 837-3093 or chrisw@issaquahwa.gov.

# Submittal Requirements \* | Permit Application | Copy of Feasibility Meeting Notes (if available) | Application fee

1/8/2014 Page **1** of **3** 



#### Pre-Application Meeting Submittal Requirements



Complete	Incomplete	N/A	Item
			Plan Requirements
□ □ The n	□ □ □ more inf	□ □ □ orma	Provide the following information on: 11" x 17" (larger sheets may also be provided, if necessary) Three (3) paper copies 1 Electronic copy in pdf format tion you furnish, the more thorough staff input will be for your project.
			Written Narrative
			<ol> <li>Development objectives, proposal, and relationship to existing site and its uses</li> <li>Design standards or guidelines, briefly discuss those standards or guidelines that the applicant thinks are most pertinent to the site and design of the project, and how the proposal implements and complies with them.</li> </ol>
			Proposal Summary (Included in both site analysis and narrative)  Types of desired uses, approximate number and type of residential units, amount and type of commercial square footage, number of parking stalls.
			Existing Site Information and analysis for Project property and surrounding 100 ft unless noted otherwise below.
			1) Uses, structures, paving, vegetation, and circulation including streets, trails,
			walkways, and their names  2) Zoning and district (e.g. which Development Agreement or Central Issaquah
			district in which the project is located), overlay designations  3) Site Survey including topography (max 5 ft contours), rockeries, retaining walls and such, easements and their purpose, property lines with dimensions for the property under review, property restrictions, walls and fences
			4) Critical areas (wetlands, streams, steep slopes, and their buffers, etc.)
			5) Utilities including type, location, easements, capacity including ditches and culverts, and catch basins and direction of flow if known
			<ul><li>6) Other notable physical features</li><li>7) Analysis of site and surrounding features such as views, natural and manmade</li></ul>
			features, community landmarks, development patterns, impact on proposal
			<ul><li>8) Site and aerial photos</li><li>9) Map of access opportunities and constraints</li></ul>
			10) Suggested: Axonometric or other three-dimensional drawing, photos or models of the 500' area surrounding the project site. Include call-out notes on drawings and a brief narrative stating what design cues can be gleaned to develop design alternatives
			11) Suggested: Photo montage of the streetscape (both side of the street) identifying the site

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#### Pre-Application Meeting Submittal Requirements



	1		·
Complete	Incomplete	N/A	Item
			Proposed Site and Architectural Concepts. For each concept, if more than one are provided, list pros and cons including a list of how plans do or do not comply with codes. Do not include detailed plans such as plans for floors, landscape, utilities but do show a site plan showing buildings, open space, community space and/or critical areas, parking, circulation, etc as more specifically described below.  1) Building massing 2) Architectural concepts in the form of photos of projects with the desired character including entrances for pedestrians and vehicles 3) Circulation scheme including pedestrian, bicycle, transit, and vehicle access and circulation plan (include circulation facility types) include slope for each in percent grade, width, proposed materials, connection or relationship to existing off-site facilities 4) Tree Preservation concept 5) Landscape concepts such as for streetscapes, parking lots, key screens, community spaces, walls, fences. Use vignette sketches, photos of landscape, walls, fences with similar character, or other tools to convey the concept and character 6) Vehicular Parking including types (surface, on-street, and/or structured), placement of entrances, layout concepts including how required landscape will conceptually be met 7) Bicycle parking locations and methods 8) Conceptual grading & utilities (corridors, location & approximate capacity) 9) Waste facilities — Preliminary size calculations, locations (within ≈ 200′ of each unit) 10) Grading proposal with 5 ft max grade lines, including walls, rockeries, etc 11) Critical areas indicating the type, class, buffer, setback, etc 12) Ownership and maintenance responsibilities of any proposed improvement 13) Location of vaults, equipment, meters, etc which are outside of the building as well as screening techniques
			<ul> <li>Summary of requested development adjustments.</li> <li>Code standards and amounts</li> <li>Proposed adjustment amounts</li> <li>Explain how the proposed design intends to meet or exceed the City's development and/or design standards, and a quantitative comparison to a code-complying scheme</li> <li>A list of questions and/or interpretations for City staff to address</li> </ul>
			: This Checklist should not be used as a substitute for codes and regulations. The applicant is compliance with all code and rule requirements, whether or not described in this Checklist.

\* NOTE: Additional or different information may be requested for the Pre-Application Meeting, based on issues raised in earlier discussions and feasibility collaboration meetings.

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## LAND USE PERMIT APPLICATION



1775 – 12<sup>th</sup> Ave. NW | P.O. Box 1307 Issaquah, WA 98027 425-837-3100 *issaquahwa.gov* 

	ction For Staff Use Only			
	: Number: Date Received:			
Staff C	f Contact:			
Type of A	f Application: Pre-Application			
PROJECT	CT INFORMATION			
Name of P	f Project (if applicable): Tiger Mountain Community High School Reloc	ation		
Project Sit	Site Address: 400 1st Avenue SE			
Parcel Nur	lumber: 2354300290; 0285; 0270; 0315; 3424069028; 9104; 9140			
OWNER	1			
Name:	Issaquah School District			
Address:	565 NW Holly Street, Issaquah 98027			
Phone:	425-864-2059 Email: MullinsT@issaquah.wednet.edu			
APPLICAN	ANT			
Name:	Issaquah School District			
Address:	565 NW Holly Street, Issaquah 98027	565 NW Holly Street, Issaquah 98027		
Phone:	425-864-2059 Email: MullinsT@issaquah.wednet.edu			
CONTACT	CT			
Name:	Issaquah School District			
Address:	565 NW Holly Street, Issaquah 98027			
Phone:	425-864-2059 Email: MullinsT@issaquah.wednet.edu			
	SED PROJECT DESCRIPTION	:6		
•	provide a brief description of the project. (Use an additional sheet of paper,			
	e the 8 existing buildings from the present location of Tiger Mountain Cor rack area on the south side of the present Issaquah Middle School.  The b	- 1-1		
	within the track at the east end of the track.			
	(or declare) under penalty of perjury under the laws of the State of Washir			
application information, including plans and reports, are true and complete to the best of my				
knowledge	dge. I understand the lead agency is relying on them to make its decision.	. 1		
Signature:	re: 7LC Mull Date: 3	125/2014		
Signature.	Date.	12011		

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#### Legal Description: (Use an additional sheet of paper, if necessary.) See attached. Zoning Designation: CF-F Community Facilities-Facilities Land Use Designation: Community Facilities Subarea Designation: Olde Town Shoreline Designation, if applicable: Existing Land Use: Educational Facilities Adjacent Land Uses North: CBD - Commercial South: MFH - Multi Family East: SF-D Low Denisty Residential West: SF-SL & SF-D Low Denisity Residential Acreage in square feet: 4,865,652 Does the site contain any of the following environmentally critical areas? Check all that apply. Flood Hazard Area Landslide Hazard Area Wetlands Streams Coal Mine Hazard Area Steep Slope Hazard Area PROPOSED DEVELOPMENT STATISTICS Proposed Land Use: (No Change) Educational Facilities Density (multifamily only): 64% of **TMCHS** portion Impervious Surface Ratio: (74,700 SF) 14,643 asphalt 6,575 concrete 14,784 buildings 1,295 Pervious/Landscaping/Open Space Provided (in square feet): concrete Maximum Proposed Building or Structure Height: 14' Total Proposed Building Square Footage (Gross Area): 14,784 **Proposed Setbacks** Front: +/- 367' Rear: +/- 38' Side: +/-79 & +/-314'

PROJECT SITE INFORMATION

Parking Spaces Provided: 44

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#### LEGAL DESCRIPTIONS

PARCEL 'A'

PARCEL NUMBER: 2354300290

AREA OF SITE: 0.36 ACRES  $\pm$ 

LEGAL DESCRIPTION:

ENGLEWOOD ADD PP ACT 38701207 MOBILE HOME TGW POR VAC ALLEY ADJ

PARCEL 'B'

PARCEL NUMBER: 2354300285

AREA OF SITE:

0.19 ACRES ±

LEGAL DESCRIPTION:

ENGLEWOOD ADD TGW W 4.00 FT OF VAC 1ST AVE SE ADJ PER REC NOS 9403252743 & 9403252744 & POR VAC ALLEY ADJ LESS POR LYING NLY OF A LN DAF — BEG AT NW COR OF LOT 1 BLK 6 OF SD PLAT TH S 87-40-23 E ALG N LN OF LOTS 1 & 2 OF SD BLK 6 92.06 FT TO ELY LN OF SD LOT 2 TH S 14-59-11 E 221.65 FT TH S 65-00-11 W 69.87 FT TO PT OF CRV TO RGT RAD OF 60 FT TH SWLY & NWLY ALG ARC OF SD CRV THRU A C/A OF 60 DEG 62.83 FT TO PT OF TAN TH N 54-59-49 W 112.86 FT TO NE COR OF BLK 4 OF SD PLAT & TERM OF SD LN

PARCEL 'C'

PARCEL NUMBER:

2354300270

AREA OF SITE: 0.73 ACRES  $\pm$ 

LEGAL DESCRIPTION:
ENGLEWOOD ADD TGW PORS VAC STS & ALLEY AD

PARCEL 'D'

PARCEL NUMBER:

2354300315

AREA OF SITE:

0.98 ACRES ±

**LEGAL DESCRIPTION:** 

ENGLEWOOD ADD TGW POR VAC STS ADJ & TGW SOUTH 1.00 FT OF VAC ALLEY ADJ PER 9403252743

PARCEL 'E'

PARCEL NUMBER:

3424069028

AREA OF SITE:

5.45 ACRES ±

LEGAL DESCRIPTION:

E 389.20 FT OF W 643.92 FT OF N 598.02 FT OF SW 1/4 OF NW 1/4 ALSO THAT POR OF NW 1/4 OF NW 1/4 LY S OF MOST WLY 40 FT OF N 50 FT OF LOT 1 BLK 4 OF PLAT OF TOWN OF ENGLEWOOD

PARCEL 'F'

PARCEL NUMBER:

3424069104

AREA OF SITE:

2.62 ACRES ±

**LEGAL DESCRIPTION:** 

BEG 3375.60 FT N & 643.92 FT E OF SW COR TH N 598.02 FT M/L TO N LN OF SW1/4 OF NW1/4 TH E 108 FT M/L TO W LN OF R/W OF NP RY TH SELY ALG SD R/W 626.5 FT TH W 294 FT M/L TO BEG

PARCEL 'G'

PARCEL NUMBER:

3424069140

AREA OF SITE:

0.84 ACRES ±

**LEGAL DESCRIPTION:** 

BEG E 279.72 FT & S 598.02 FT OF NW COR OF SW 1/4 OF NW 1/4 TH S 100 FT TH E 364.2 FT TH N 100 FT TH W 364.2 FT TO BEG

35843

## ISSAQUAH SCHOOL DISTRICT NO. 411 ADMINISTRATIVE REVOLVING FUND

565 NW HOLLY ISSAQUAH, WA 98027-2899

usbank.

24-84/1230

3/19/2014

PAY TO THE CITY OF ISSAQUAH ORDER OF

\*\*506.50

Five Hundred Six and 50/100\*\*\*\*\*\*

CITY OF ISSAQUAH PO Box 1307 Issaquah, Wa. 98027

MEMO

1205-22-9042-000, PO#2871300115

**DOLLARS** 

"O35843" ::123000848: 153910686218"

ISSAQUAH SCHOOL DISTRICT NO. 411 / ADMINISTRATIVE REVOLVING FUND CITY OF ISSAQUAH

3/19/2014

35843

General:PO

506.50

US Bank Admin Revolvin 1205-22-9042-000, PO#2871300115

506.50

#### **Written Narrative**

The project consists of the relocation of the existing 8 portable buildings that make up the Tiger Mountain Community High School campus to the southeastern portion of the Issaguah Middle School site.

#### **Proposal Summary**

Issaquah School District is proposing to relocate the existing Tiger Mountain Community High School to a new location at the Issaquah Middle School. The eight buildings will be located within the track area on the east end. The eight buildings are 1,848 sq ft each for a total of 17,748 sq ft. Parking will be provided next to the relocated buildings for 44 cars. Access to the relocated facility will be around the west side of the middle school on a paved road.

### Existing Site Information and analysis for Project Property and surround 100' unless noted otherwise.

- 1) Uses, structures, paving, vegetation and circulation are shown on the plans submitted with the application.
- 2) Zoning and Comprehensive plan areas shown on the plans that are part of the application. But briefly the property is zoned CF-F with the adjoining property on the north side of Bush Street being CBD; the adjoining property to the west being SF-D & SF-SL; the adjoining property to the south being MF-H and the adjoining property on the east side being CF-F and SF-D.
- 3) The site is primarily flat but will need to have minimal grading to facilitate drainage. This is also shown on the attached site plan drawing.
- 4) There is a Type A stream along the east property line with a 75' buffer and a 15" buffer setback. There is also shown on the site plan an 'A" Wetland, Category II in the southeast corner of the property with a 75' buffer. See attached site.
- 5) The plan is to tie the required utilities into the existing at the middle school. This will include sewer, storm, water and electrical.
- 6) The site is basically level and is now used as the athletic field and track by the middle school.
- 7) The views from the new site will be basically the backs of residential units on the south and east sides and the middle school on the north side. See photos below:

#### 8) Site and Aerial Photos



LOOKING FROM THE SITE TO THE NORTHWEST.



LOOKING FROM THE SITE TO THE SOUTHEAST.

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LOOKING FROM THE SITE TO THE NORTHEAST.



LOOKING FROM THE SITE TO THE NORTHEAST.



LOOKING FROM THE SITE TO THE NORTH.



LOOKING AT THE SITE FROM THE NORTH TOWARD THE SOUTHEAST.



LOOKING AT THE SITE FROM THE NORTH TOWARD THE SOUTH.



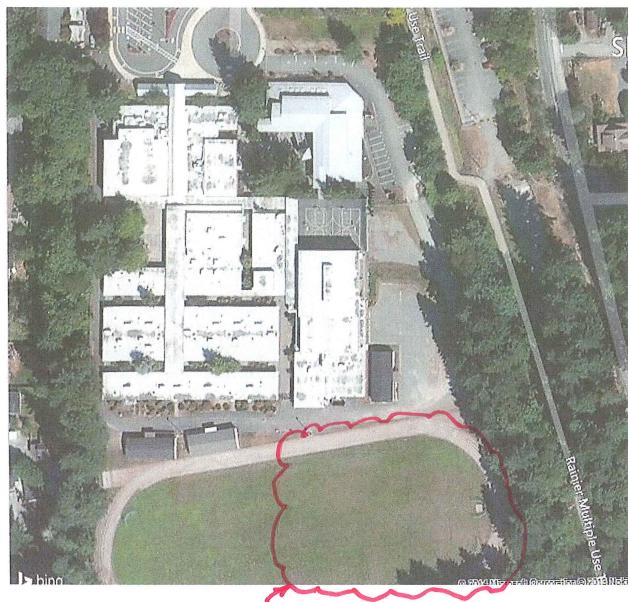
LOOKING FROM THE SITE TO THE WEST.

ISSAQUAH SCHOOL DISTRICT
Tiger Mountain Community High School Relocation
Pre-Application Meeting Submittal Requirements



LOOKING FROM THE SITE TO THE SOUTHWEST.

#### 9) Aerial map



- (Proposed site is east end of the football field)
- 10) Access to the proposed site will be though the present access to the middle school.
- 11) N/A
- 12) NA

#### **Proposed Site and Architectural Concepts**

1) The 8 single story buildings will be located on the site. Buildings will generally appear as they do at the present site of the high school. See photos below:





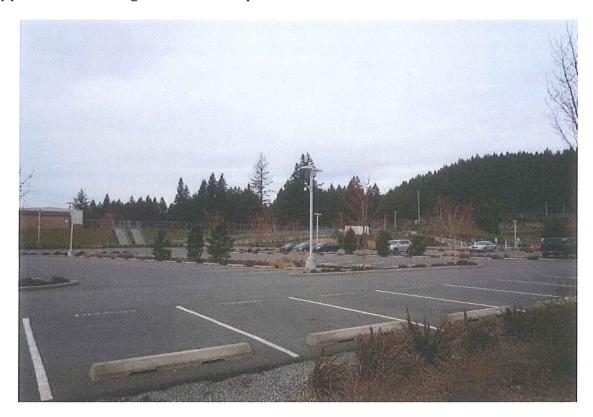
Page | 8





- 2) Buildings will generally appear as they do at the present site of the high school. See previous photos.
- 3) Circulation and access to the new campus will around the west side of the existing middle school.
- 4) There are no trees on the site that will be removed.
- 5) Existing landscaping and vegetation along the east, south and west side will remain. The landscaping around the buildings will be similar to that at the existing buildings. See photos above.
- 6) Parking landscaping will generally appear as was done at Issaquah high school. See photos below:

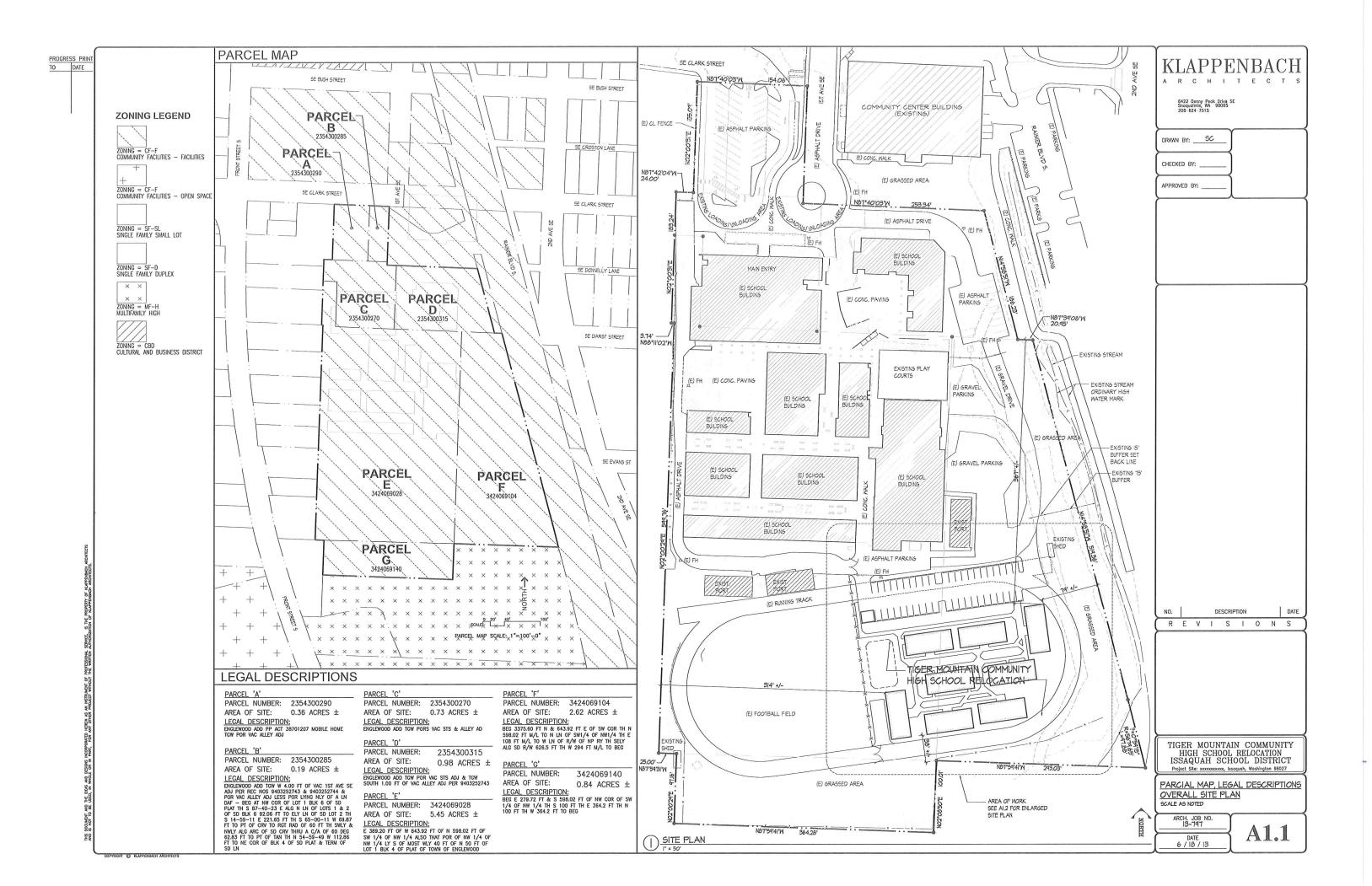


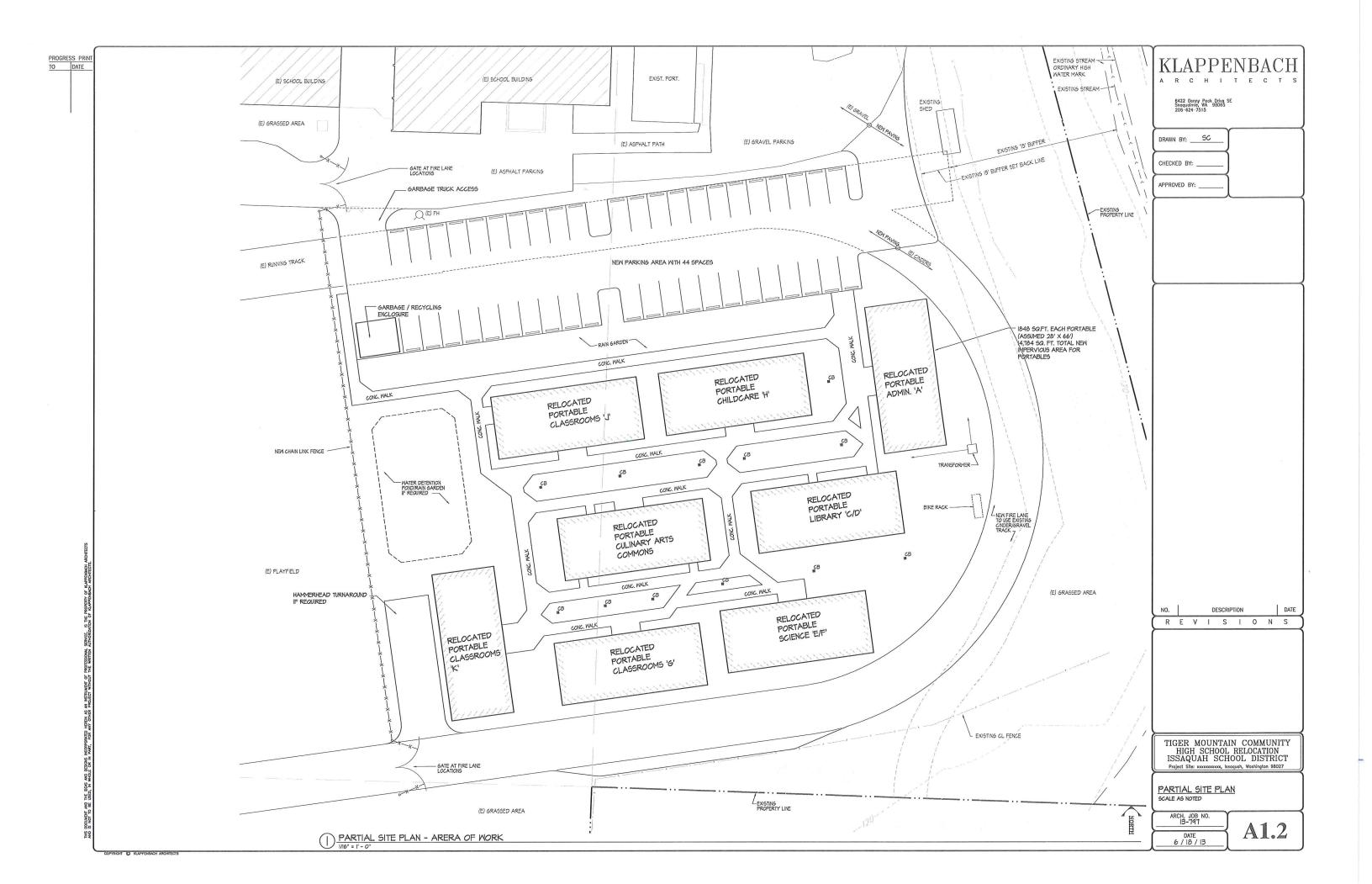


- 7) Bicycle parking is provided in the area southeast of the southeast building. Access to this will be from the north on the east and west sides of the middle school campus.
- 8) See civil drawings for grading. The grading will be minimal as the site is fairly flat. The minor grading will be done to handle onsite drainage.
- 9) The existing utilities on the site will used to service the 8 buildings. No new services will be required.
- 10) See attached site plans in the set of drawings.
- 11) Critical areas are shown along the east side of the property.
- 12) Issaquah School District will cover all improvements related to this relocation.
- 13) A new small transformer will be located east of the east building. Landscaping as required will be used around the transformer as allowed by Puget Power.

#### Summary of requested development adjustments

- 1) There are no codes standards that will need to be adjusted.
- 2) See response to Item 1) above.
- 3) We do not believe this is applicable.
- 4) At this time we have no questions for City staff.





/SITEPLAN - TIGER MOUNTAIN HIGH SCHOOL RELOCATION PROGRESS PRINT
TO DATE KLAPPENBACH A R C H I T E C T S 6422 Denny Peak Drive SE Snoqualmie, WA 98065 208 624 7515 DRAWN BY: CHECKED BY: APPROVED BY: Taylor Engineering Consultants 485 Rainier Blvd N, Ste 201 P.O. Box 1787 Issoquah, WA 98027 425-391-1415 www.teccivil.com EXISTING - Connect New Sanitary Sewer Extension to Existing Manhole IE = 93.97 EXISTING WATER (ASSUMED LOCATION) DESCRIPTION REVISIONS TIGER MOUNTAIN COMMUNITY
HIGH SCHOOL RELOCATION
ISSAQUAH SCHOOL DISTRICT
Project Site: xxxxxxx, lasoqueh, Wostington 98027 CIVIL COVER SHEET — AREA OF WORK SEE A1.2 FOR ENLARGED SITE PLAN CALL BEFORE YOU DIG GRAPHIC SCALE 1-800-424-5555 ARCH. JOB NO. 13-797 IMS CAMPUS PLAN FOR FIELD LOCATION OF UNDERGROUND UTILITIES C<sub>0.1</sub> SCALE: 1"=60' DATE 3/21/14 ( IN FEET ) 1 inch = 60 ft.

